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DDA 83-0054/12
25 March 1983

MEMORANDUM FOR: Director of Central Intelligence
VIA: Deputy Director of Central Intelligence
FROM: Harry E. Fitzwater
Deputy Director for Administration
SUBJECT: Weekly Report for Period Ending 28 March 1983

1. Progress reports on tasks assigned by DCI/DDCI:

All action on tasks assigned by the DCI/DDCI has been completed.

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2. Items/events of interest:

d. Since 1 January 1983, the Classification Review Division, Office of Information Services, has received 44 manuscripts from the Publications Review Board for review. If this rate continues in 1983, there will have been an increase in manuscript reviews every year since 1977.

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e. Thirty-one current Pilot Mail Operation (PMO) users were moved to the SAFE-CIA Early Capability system and will use this system in a production mode.

f. The Office of Training and Education (OTE) conducted the first SAFE course for the Office of Central Reference SAFE User Representatives (SURE) on 14 March.

g. A Defense Intelligence Agency (DIA) DD7260T terminal was successfully logged on to the DIA VM system at the Northside Computer Center from Arlington Hall Station. This is the first step in providing SAFE-D access to DIA users for Early Capability from the CIA SAFE computer center.

h. The General Services Administration (GSA) has notified the Office of Logistics that the SAFE Phase II construction contract was awarded on 22 March to the [redacted] the second lowest bidder. Although delays may occur, the contractor is expected to complete the project in October 1983.

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j. Reupholstered equipment benches and stools have been placed in the physical fitness room at Headquarters.

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m. On 21 March, representatives of the Office of Security provided a defensive security briefing to the Staff Director, Chief Counsel, and a staff member of the Senate Foreign Relations Committee in preparation for their trip to the Soviet Union later this month.

n. Forty Language Development Awards totaling \$70,750 were forwarded to Agency personnel on 16 March as a result of the approval of the revised Language Incentive Program.

o. The Conference on Executive Development in the CIA, sponsored by the Center for the Study of Intelligence, was held [redacted] on 16 - 17 March. Twenty-three individuals participated and a [redacted]

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follow-up session will be held on 7 April to address specific recommendations. A conference report will be forthcoming.

p. Twenty students completed the Countering Terrorist Tactics Course on 18 March. The 1983 running of the Industrial Familiarization course will begin at the Chamber of Commerce Building on 29 March.

3. Significant activities anticipated during the coming week:

a. The Deputy Director for Administration (DDA) will address the Midcareer Course [redacted] in the evening on 28 March. *Canceled.*

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b. The DDA and a representative of the Office of Logistics will brief the Director, National Security Agency at Fort Meade on 28 March regarding a proposed plan for an Intelligence Community Conference facility [redacted]

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c. The Information and Privacy Division, Office of Information Services, will conduct a Freedom of Information/Privacy Act symposium [redacted] on 7 and 8 April.

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/s/ Harry E. Fitzwater

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EO/DDA, [redacted] :ba(28Mar83)

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